



If you have any questions please contact Mrs. Lori Anderson at 729-6440 or email andersol@nwfsc.edu

Before you begin, please make sure you have:

- Approximately 30 minutes to complete this process
- Access to a printer
- Your Social Security Number
- A government-issued ID (e.g., driver's license, passport, green card, etc.)
- Credit card or debit card to pay required fee **(You can NOT pay by check)**

Students may NOT contact the district or district personnel to obtain field placements. Furthermore, only NWFSC Teacher Education department notification of a field placement constitutes an official notification; any hours a student completes in a K-12 setting prior to NWFSC notification will NOT apply to the field placement.

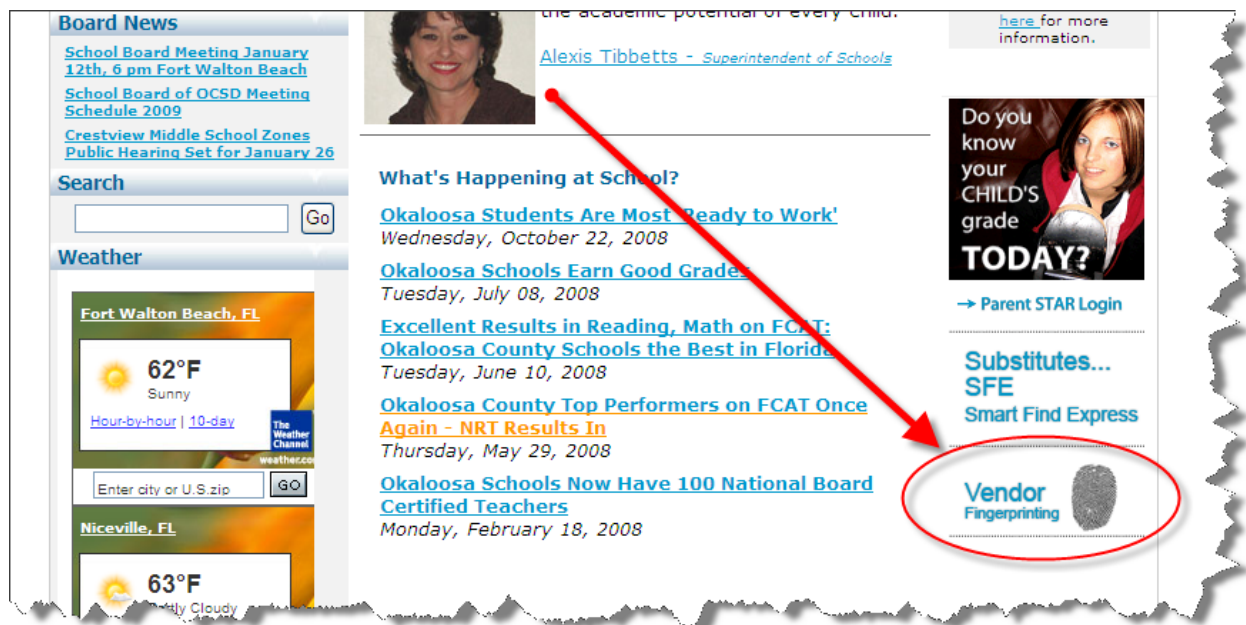
All students should be aware that they must have completed the fingerprint process within two weeks of the first class of the semester. Field placements must be completed two weeks before the end of the semester. Students not meeting these deadlines may not complete the field experiences and therefore will not receive a passing grade in the course.

Online Registration Directions:


Step 1

- Go to the Okaloosa County School District website: www.okaloosaschools.com.
- In the bottom right hand corner, click on "**Vendor Fingerprinting**".

(See example below)



Step 2

- Carefully read all information on this page regarding the Security Credentialing Process of the Safe System Outsourced Fingerprint Network
- At the bottom of the page, click on the box shown below to certify that you have read and understand the instructions
- **Print** this page and keep for your records
- Click 

NOTE: The School District of Okaloosa County does not provide for an appeal regarding an applicant's criminal history if it includes any of the disqualifying offenses provided for in state statutes.

Individuals determined to have a criminal history involving a disqualifying offense resulting in their application being declined may request to review the record provided by the FBI and FDLE. **Background screening records are considered confidential information** and may only be viewed by the applicant (must provide a valid photo ID), by appointment, at the School District of Okaloosa County Human Resource office. An applicant who wishes to challenge the validity of information provided in the FBI or FDLE report will be required to provide certified court documents clearly stating an acceptable disposition to the charge(s) in question. A District Representative will provide additional information regarding instructions for this process.

NOTE: An applicant who has been denied the necessary security credential and is awaiting clearance after submission of the necessary court documents shall not be not permitted access to school grounds under any circumstances.

☐ By selecting the check box, I certify that I have read and understand the instructions.


NEXT >

Please print this page for your records

Step 3

- Click

LOCATE VENDOR #

 **SAFE SYSTEM**
OUTSOURCED FINGERPRINT NETWORK

1. INSTRUCTIONS 2. LOGIN 3. LOCATOR 4. DEMOGRAPHICS 5. CONFIRMATION 6. DISCLOSURE 7. PAY

1 Enter your Vendor ID # if you know it
2 If not known, Click the Locate VENDOR# button
3 Enter the confirmation code found in the graphic
4 Click Submit

Enter Vendor Number:

Find Vendor Number: **LOCATE VENDOR #**

Step 4

- Click

NO VENDOR #

SAFE SYSTEM
OUTSOURCED FINGERPRINT NETWORK

1. INSTRUCTIONS 2. LOGIN 3. LOCATOR 4. DEMOGRAPHICS 5. CONFIRMATION 6. DISCLOSURE 7. PAYMENT 8. RECEIPT

VENDOR LOCATOR

Please enter your company name:

SEARCH >

NO VENDOR #

If you do not currently have a Vendor #, please click "No Vendor #"



If your company has never applied for a Vendor ID# with Okaloosa County School District please be sure to visit obtain the Vendor Application Form from the Okaloosa County School District's website (www.okaloosa.k12.fl.us/purchasing/forms/Forms.htm).

Step 5

- The webpage will display a unique "Confirmation Code" in the box shown below
- Retype this code in the field below the confirmation code display
- Type the following information in the appropriate fields:


Northwest Florida State College
100 College Boulevard
Niceville, FL 32578
850-729-6440

- Enter **your** e-mail address. This will ensure that you receive a copy of your clearance results
- Click **SUBMIT**

Enter Vendor Number:	JLA9999999
Find Vendor Number:	LOCATE VENDOR #
Confirmation Code:	
Enter Code: (Displayed Above)	<input type="text"/>
Employer Information Complete the information below. All fields are required.	
Company Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	--Click to Choose-- 
Zipcode:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>
<input type="button" value="SUBMIT"/> <input type="button" value="CLEAR"/>	

Step 6

- Enter the college's ZIP code in the ZIP CODE LOCATOR field: **32578**
- Click

STATE LOCATOR <input type="text" value="--Click to Choose--"/>  (Select your state) <input type="button" value="SEARCH"/>	ZIP CODE LOCATOR <input type="text"/> (Enter Zip Code) <input type="button" value="SEARCH >"/>
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Step 7

- This page will provide the physical address for your fingerprinting location and a contact telephone number for Customer Service

- **Print** this page so you will know where to report for fingerprinting

For driving directions, click

MAP NOW >

- Click **BUY NOW >** to continue

Service Center	Schedule Map	Distance (from Search Zip Code)
EMSI - Ft Walton Bch FL 11 Racetrack Rd NE Suite D1 Ft Walton Beach, FL 32548 850-243-2900	BUY NOW > MAP NOW >	11.6

If you have any questions, please feel free to contact Customer Service at 877-323-8885.

Step 8

- On the following page, complete all fields marked in **RED** with your personal information
- Be sure to enter **your** home address and e-mail address in the appropriate fields
- Height should be entered as follows:

One digit "FT" and two digits "IN"

HEIGHT

FT: 5 IN: 01

- Click **NEXT >**

Step 9

- Complete the payment transaction as indicated. Current cost is \$101.00, but charges are subject to change at any time
- Upon payment confirmation, you will receive a receipt stamped with a barcode
- Once you have completed your online registration, call the fingerprint service center (See **“Step 7”** for telephone number) to confirm the standard time available for walk-up fingerprinting
- Go to the fingerprint service center (See **“Step 7”** for address). Make sure you bring your government-issued identification card
- You will be notified by e-mail once a determination has been made regarding your fingerprint clearance. **Forward this email to Lori Anderson** andersol@nwfsc.edu
- Print a copy of your fingerprint clearance notification and keep this for your records
- For answers to Frequently Asked Questions regarding the Vendor Fingerprinting Process, please refer to https://www.priderockholdings.com/support/index.php?pid=support_faq

Important Note: Do NOT go to the school district offices (Okaloosa and/or Walton) for fingerprinting. See **“Step 7”** above to find your fingerprint location.

Fingerprint clearance through this vendor system is valid in both Okaloosa and Walton Counties. Clearances are kept on file for five (5) years for the purpose of pre-service teaching field experiences only.

Revised 6/29/09